THE MAGNET

ENCOMPASS Newsletter

Issue 10 September 5, 2007

ENCOMPASS Project Timeline

Update

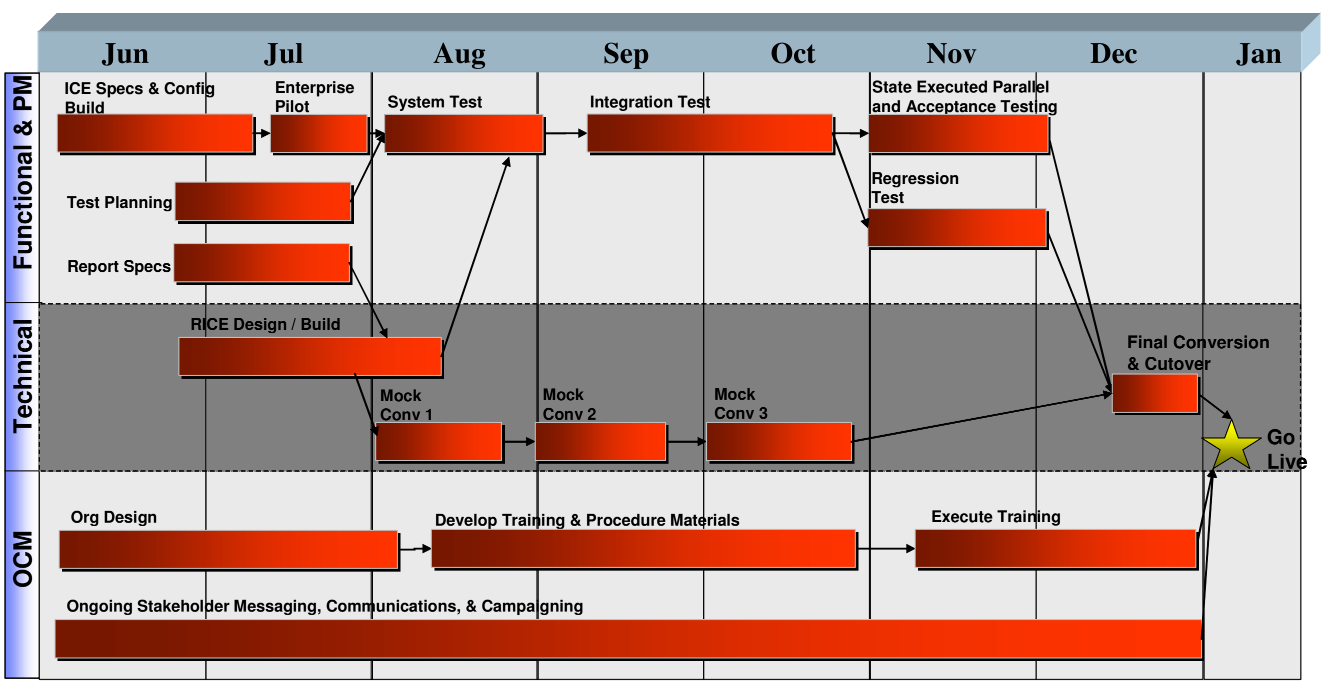
The ENCOMPASS project has four months before go live on January 2, 2008. Below is a high level timeline of the project plans through go live.

The functional team completed system test in August. System test verifies that basic functionality works as configured and that the system is ready for the next phase of testing.

September marks the beginning of integration test. Integration test brings together all of the different modules within ENCOMPASS to validate that they function together correctly. This type of test is important in making certain that the application modules work well as an integrated system.

Regression test and parallel test occur simultaneously. During regression testing all business processes for AOS business scenarios are evaluated to confirm that the system is working properly. Parallel test takes a particular

In this issue:



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ENCOMPASS Project Timeline

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business scenario and tests it using the ENCOMPASS and GEAC systems for a controlled set of events. The results for both are compared to one another to ensure they are the same.

The technical team will continue with the mock conversion of the Chart of Accounts. During mock conversion the transactional data from the old Chart of Accounts are mapped to the new Chart of Accounts strings. Results from the mock conversion will help eliminate errors from occurring during go-live.

Training materials will be complete in October. Official training will begin in November and continue in December. The ENCOMPASS team will continue to communicate all relevant information to you through the ENCOMPASS email, website, and through your ENCOMPASS Organizational Change Management (OCM) representative.

Project Plan Checklist

Update

The ENCOMPASS project team has developed some additional templates to accompany the project plan checklist:

> ***Baseline PeopleSoft Training Template****:* used to assess current PeopleSoft capabilities of your staff and to identify additional training needs.
>
> ***Internal Controls Template****:* used to document how your agency conducts its financial processes; specifically, who initiates, enters, and approves your agency's financial transactions for requisitions, purchase orders, payment vouchers, assets, and general ledger.

Agencies should utilize the new templates in conjunction with completing and executing the activities listed in the project plan checklist. The project plan was developed as a result of the ENCOMPASS Agency "Top Ten" Action Items list that was introduced during the June Town Hall meeting. The templates and corresponding instructions presentation are located on the ENCOMPASS website. Contact your ENCOMPASS OCM representative for more information.

Report of Collections Process

Update

As introduced in the ENCOMPASS Enterprise Pilot sessions last month, the process agencies use to complete a Report of Collections will change after Jan 2, 2008. Report of Collections will be embedded within the PeopleSoft Accounts Receivable Module and all agencies must use this module to make deposits with the Treasurer (TOS). After receiving feedback at the Enterprise Pilot sessions, the ENCOMPASS team has expedited the approval process to ensure deposit funds reach the Treasurer as quickly as possible.

The updated process for completing a Report of Collections deposit after go live:

1. The agency enters deposit totals and payment details in PeopleSoft (PS)
2. A Report of Collections (ROC) form is generated in PS by the agency to be taken to the Treasurer
3. TOS clerk reviews the ROC and deposit entry in PS, and if correct, inputs a receipt number in PS to note acceptance

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Report of Collections Process

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Removed from this process are the requirements of an agency wet signature on the ROC form, and having agency managers approve the PeopleSoft deposit entry prior to generating the Report of Collections. Agency managers will approve the agency created accounting entries associated with the deposit in a later stage in the process.

As a reminder, this new Report of Collections process will be part of the agency training scheduled in the November/December time period.

Chartfield Mapping

Update

A number of noteworthy things have occurred in the last couple of weeks in the area of Chartfield Mapping. Since the last Magnet, a significant quantity of additional chartfield combinations have been extracted from PeopleSoft and added to the mapping table. There are two reasons for this update.

1. The first is that normal state activity, including the start of a new fiscal year, has resulted in the creation of new values in PeopleSoft since the data was initially extracted and loaded in June. As new values continue to be created in PeopleSoft between now and the time of conversion, agencies will need to make additional incremental updates to the mapping table will be done in the future.

2. The second reason for these additional combinations is that the scan of PeopleSoft data was expanded to many other tables beyond the journal and general ledger. During the initial mapping, a number of users were not seeing some expected Fund Center combinations. Research into that missing data indicated we needed to consider data in additional PeopleSoft modules into order to be thorough in our processing.

The ENCOMPASS OCM Team is analyzing the validity of the chartfields that have already been mapped. Each Agency's ENCOMPASS OCM contact will be following up with the agency, where necessary, to review the results and discuss the corrections that need to be made.

We've also moved into the Project Chartfield phase of mapping. Approximately twelve agencies have had their new Project Chartfield values, which conform to the new chartfield standards, loaded into the mapping tool and they will begin their mapping immediately. A second group of agencies that currently use the Projects module are in the process of submitting their new values and will also soon start their project chartfield mapping.

There is a group of agencies that does not use the Projects module today but, because they have federal grants or capital projects, will need to in ENCOMPASS. Starting next week, this group will be provided training on the Projects Module and the state approach to federal grants and capital projects. Then, like the first 2 groups, they will submit project chartfield values and then begin their mapping.

Chartfield mapping is critical to the success of the January cutover to the ENCOMPASS system and to the conversion testing that will occur between now and then. As mentioned above, new chartfield strings will be added to the tool periodically between now and January and the mapping task will continue until then.

Recap of Key Communications

Visit Our Website For More Information

The ENCOMPASS team has sent several key messages to the ENCOMPASS distribution list over the past few weeks. Below is a reiteration of important information that you should take note of:

- The ENCOMPASS team is working to transform file formats to a single common layout that incorporates the new Chart of Accounts. Updates have been made the following two file formats (located on the ENCOMPASS website):

  Claim File Layout Format - Claims files are being imported into ENCOMPASS from legacy systems to create vouchers via the Voucher Build process. The file layout must be defined for agencies to reference when creating the new claims files. The file layout will allow agencies to submit claims files to ENCOMPASS which will generate vouchers.

  Payments Table Interface (High Volume) File Layout – This file layout is created to allow agencies to distribute a file which lists payment information for transactions submitted by legacy applications. This includes regular vouchers and high volume payments.

- The first accounting period was closed on August 27th. The ENCOMPASS team has put together a Balancing and Reconciliation Handbook (located on the ENCOMPASS website) which contains step by step instructions on how to reconcile open financial transactions in PeopleSoft to the financial transactions in GEAC. We have scheduled two additional Hands-On Balancing and Reconciliation Working Sessions in September.

  Thursday, September 20 (9am – 12pm) in conference room 27
  Thursday, September 27 (9am – 12pm) in conference room 27

- Our next Town Hall meeting is scheduled for Tuesday, September 11 (10am – 11:30am). All members of the State Financial Management community are encouraged to attend.

If you would like to be added to the ENCOMPASS distribution list, send us an email at **ENCOMPASS@sba.in.gov**.

Need Information? Have Questions?

The ENCOMPASS website no longer requires a login and password. Please visit it at anytime to get announcements and updated information. If a login screen does appear, enter your network ID and password.
ENCOMPASS Website Address: **http://myshare.in.gov/sba/encompass**

Please email us at:
encompass@sba.in.gov

If you have technical issues submit them to GMIS at
http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp